



JOB CLUB MEMO #49 [FY 2011]

FROM: Joe Heiney-Gonzalez joe.heiney-gonzalez@montgomerycountymd.gov
Montgomery County Office of Human Resources

RE: JOB CLUB MEMBER ALERT----- Job Seeker Resources

DATE: June 3, 2011

I. JOB FAIR

Asian Fortune Diversity Job Fair < FREE ADMISSION > Monday, June 13, 2011

When: Monday, June 13, 2011 at 10:00 am to 3:00 pm
WHERE: Fairfax Elks Lodge, 8421 Arlington Blvd, Fairfax, Virginia 22031 [phone: 703-560-2188]
PARKING: Plenty of free parking just off the beltway on Route 50

Event provides the opportunity to meet recruiters from corporations, federal and local government agencies across the Washington Metropolitan Area. Bring copies of your resume and come to meet the recruiters – they are ready to hire people on the spot. Job openings are available in all skill levels and education backgrounds.

II. TWO FORUM AND RECRUITMENT EVENTS – individuals needing event accommodations for the following events must contact the Business Team at 240-403-3600, or email to business_services@montgomeryworks.com, or TTY 301-962-4083.

Job Opportunities for ADMINISTRATIVE ASSISTANT & EXECUTIVE ASSISTANT POSITIONS

When: Wednesday, June 15, 2011 from 10:00 am to 2:00 pm
WHERE: Sales and Service Learning Center at 11160 Viers Mill Road in Suite LLH-17 in Wheaton, Maryland, 20902. Adjacent to mall between DSW and JC Penney
SPONSORS: NAI & Montgomery Works. For more information contact Tara Assi at 240-403-3600 ext. 204.

Full time hourly positions, Monday through Friday 9 am to 5:30 pm. Hourly wage \$17.00 to \$27.00
Requirements: Must have a 4-year degree or equivalent work experience. 3-5 years experience in Hospitality, eCommerce, Lodging, or Finance preferred. Experience in fast-paced setting. Excellent administrative skills. Proficient Microsoft Office (Word, Excel, PowerPoint, Access) Excellent writing skills. Self-starter.

Job Opportunities for CALL CENTER REPRESENTATIVE POSITIONS

When: Wednesday, June 22, 2011 from 10:00 am to 2:00 pm
WHERE: Sales and Service Learning Center at 11160 Viers Mill Road in Suite LLH-17 in Wheaton, MD, 20902. Adjacent to mall between DSW and JC Penney
SPONSORS: NAI and Montgomery Works. For more information contact Tara Assi at 240-403-3600 ext. 204.

Full time hourly positions, Monday through Friday 9 am to 5:30 pm. Hourly wage \$16.00 to \$18.00. Long-term career. Free Metro shuttle. Free Parking.
Requirements: Must have minimum of 4+ years experience in a Call Center Setting; Excellent customer service experience and communication skills; Proficient Microsoft Office (Word, Excel); type at least 30 wpm. Pass a Criminal Background Check and Drug Test; Bilingual candidates encouraged to apply.

III. MONTGOMERY COUNTY GOVERNMENT JOB POSTINGS – Multiple job postings at website

Visit the Montgomery County Website to find job postings and application instructions.

1. Visit the website and register by clicking on the link
<http://www.montgomerycountymd.gov/ohrtmpl.asp?url=/content/ohr/careers/index.asp>
2. Click on [iRecruitment Visitor Homepage](#)
3. Click on [Register today](#) button to create your personal account. This allows you to add your information, access county job postings, and return to website to check on the status of your job application(s).

EQUIPMENT MAINTENANCE CREW CHIEF Job: IRC 2150
Application Deadline: Open until filled. Salary: Minimum \$49,253.00 - Maximum \$81,513.00

Employee responsible as a first-line supervisor directly supervising shift of various mechanics and lesser skilled employees who perform repairs and preventive maintenance on heavy duty vehicles, mobile equipment or commercial transit equipment. Duties include: schedule and assigning work repairing vehicles; periodically inspect work in progress or upon completion to confirm that repair and maintenance work are properly performed; furnish technical advice on difficult/complex jobs; monitor and enforce preventive maintenance schedules; evaluate employee performance; approve employee leave requests; maintain employee leave and attendance records; and work with County departments/agencies to resolve, repair/maintenance problems; enter data and review data posted to computerized information system. Employee will work on specific shifts to be assigned, based on a 24/7 hour operation.

High school diploma or high school certificate of completion recognized in the State of Maryland and six (6) years of journey level experience in the vehicle repair trade in either heavy duty vehicles and mobile equipment, commercial transit equipment, and/or fire/rescue apparatus and equipment; or any combination thereof totaling six (6) years. Equivalency applies.

GENERAL ACCOUNTING MANAGER Job: IRC 1570
Application Deadline: Open until filled. Salary: Minimum \$63,411.00 - Maximum \$115,901.00

Responsible for effectively managing the County's general accounting and financial reporting program for Montgomery County, Maryland, Department of Finance. Duties include oversee and/or perform timely preparation and production of complex financial statements, reports, and work papers; direct, coordinate, and supervise complex accounting operations and financial analysis over County funds; analyze, assess impact of, and implement, financial accounting and reporting changes; ensure timely preparation and filing of Federal and State tax deposits and reports; ensure timely billing of certain receivables; and research and analyze complex problems and coordinating resolution. Relate to the County's recent implementation of its Oracle ERP system, identifying financial and accounting-related business process reengineering opportunities; and recommending, developing, documenting and implementing related policies and procedures.

Graduation from an accredited college or university with a Bachelor's Degree and five (5) years applicable experience in the financial accounting or auditing field Equivalency applies.

PREVIOUSLY POSTED POSITIONS

ACCOUNTANT/AUDITOR III Job: IRC 2950
Application Deadline: June 11, 2011. Salary: Minimum \$51,598.00- Maximum \$85,463.00

Position may be under filled at the Accountant/Auditor II level. Salary: \$47,028 - \$77,756 or under filled at the Accountant/Auditor I level salary: \$40,952 - \$67,533.

Employee will be responsible for preparing accurate and timely project, fixed assets, and grant reports; and ensuring the accuracy of financial information in the County's Single Audit report and the mandated Comprehensive Accounting Financial Report (CAFR). The employee must understand Government Accounting Standards Board (GASB) accounting standards and requirements related to County grants, capital projects and fixed assets; Federal OMB cost principles; and the budgeting and accounting procedures for capital projects with grant and/or debt funding sources. The employee will monitor outstanding receivables created by cost-reimbursable grants and initiate and maintain frequent contacts with State and Federal financial officials to resolve

questions related to receivables and revenue. Employee is responsible for having strong communication skills and a positive perspective

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Public or Business Administration or related fields with a major in accounting or graduation from a recognized school of accounting with a degree in accounting and three (3) years of experience as an Accountant/Auditor. Equivalency applies.

SENIOR CHILD WELFARE ADMINISTRATOR (PN#006380) Job: IRC2970

Application Deadline: June 16, 2011

Salary: Min \$63,411.00- Max \$115,901.00

Manages multiple federally mandated and other programs that serve child victims of physical and sexual abuse and chronic neglect, and their families (e.g., Continuing Protective Services, Sexual Abuse Services, Therapeutic foster Care, Rapid Reunification, Independent Living, Out of Home programs). The work requires direction of a staff of 70 County employees including social worker supervisors, social workers, and support staff. The employee provides oversight and guidance to staff in matters related to clinical consultations, crisis intervention, and preparations for court hearings, as well as personnel management issues.

Minimum Qualifications: Bachelor's Degree and five (5) years of progressively responsible experience in provision of child welfare services. State law requires that this position possess a Clinical Social Work License (LCSW-C). No equivalency for LCSW-C.

AUTO BODY REPAIRER

Job: IRC3091

Application Deadline: June 26, 2011.

Salary: Minimum \$39,157.00 - Maximum \$64,441.00

Employee responsible for removing, fabricating, reshaping, replacing or repairing such damage as dents, tears, wrinkles, cuts and creases by cutting, knocking out, welding, filling, sanding and painting equipment such as medium/heavy duty truck, mobile equipment and transit buses. Work may be performed in an over-head position as well as on vertical and horizontal planes. Work assignments are received through work orders, blueprints, sketches, and drawings, from which the employee is expected to plan and lay out work including determining various components and parts to be installed, i.e., bolted, soldered, riveted or welded. Work involves standing, walking, bending, crouching, kneeling, and crawling and may be done in awkward and cramped positions. Employee frequently handles object of varying weight and dimension in setting up and completing work assignments.

Minimum Qualifications: Completion of high school or High School Certificate of completion recognized in the State of Maryland and completion of a recognized apprentice auto body repairer program. Equivalency applies.

MECHANIC TECHNICIAN I

Job: IRC2550

Application Deadline: Open Until Filled.

Salary: Minimum \$37,457.00 - Maximum \$61,498.00

Employee will be responsible for performing skilled mechanical work involving the inspection, preventive maintenance and repair of a wide variety of complex light, medium, and heavy duty vehicles and mobile equipment (such as dump trucks, cement mixers, excavators, graders, loaders, back-hoes, rollers, various types of tractors, trenchers, tow trucks, street sweepers, etc.), transit buses, and/or fire/rescue apparatus as well as portable firefighting and rescue equipment. Employee will work on specific shifts to be assigned, based on a 24/7 hour operation. Selected applicants will be required to have a CDL Learner's Permit with passenger and air brakes endorsement and successfully complete the required medical examination, drug, and alcohol screening test prior to appointment.

Minimum Qualifications: Any combination of technical education and experience equivalent to successful completion of the Fleet Management Services Technician Training Program, or two years of journey-level experience in the automotive repair and maintenance trade. Completion of High School, or a High School equivalency certification. Equivalency applies.

RESIDENT SUPERVISOR I/II

Job: IRC 3032

Application Deadline: September 1, 2011

Salary: Minimum \$44,900.00- Maximum \$74,181.00

THIS RECRUITMENT WILL ESTABLISH AN ELIGIBLE LIST TO FILL CURRENT AND FUTURE VACANCIES.

Positions may be under-filled at the Resident Supervisor I, Grade 18 level. Salary: \$40,492 - \$67,533

Employee will work for the Pre-Release and Reentry Services Division of the Department of Correction and Rehabilitation and will be responsible for providing both security and supervision of a resident population.

Employee should have excellent grounding and commitment to rehabilitative programming and possess the necessary interpersonal skills to work as part of a team to encourage clients to succeed in the program. Duties will include, but are not limited to: supervising offenders committed in home confinement status; checking for proper authorization for release of residents to the community (work, school, training, counseling, etc.) effecting the release; electronically monitoring the offender in the community; administering alcohol and urine tests; conducting personal, vehicle, room and facility searches and resident counts; assigning and inspecting facility clean-up details; distributing medications; receiving and disbursing resident monies; accompanying residents to court, to the Detention Center and to some visit in the community; providing crisis intervention; and responding to potentially volatile situations. Employee will work in a team setting and must possess excellent interpersonal skills to insure compliance with reentry goals. Employee will be required to work eight (8) or ten (10) hour shifts, which typically include days, evenings, midnights, weekend, and holidays.

Experience: Completion of 18 months of satisfactory work as a Resident Supervisor I. **Education:** Possession of a Bachelor's Degree from an accredited college or university. **Equivalency:** An equivalent combination of education and experience may be substituted.

IV. AREA JOB POSTINGS

Administrator IV (2589) CD [Project Director, Money Follows the Person Demonstration, Baltimore, MD] – Maryland Department of Health and Mental Hygiene
Application Deadline: June 13, 2011. Salary: \$49,638 - \$79,693

Visit website at <http://www.dhmd.state.md.us/testingerv/html/psr/2011/2589%200511.htm> to review job description and application instructions.

Position involves reviewing and developing policies; making recommendations concerning new and revised legislation; developing and implementing rebalancing initiatives that will increase access to community-based alternatives to institutionalization; Serving as a liaison with interested groups, agencies, the legislature, and other divisions and departments regarding the Money Follows the Person (MFP) demonstration; Developing and implementing rules, regulations, standards, and controls for carrying out and completing the MFP demonstration. Preparing the budget for assigned programs, completing required federal reporting, monitoring contracts, and vendors associated with the demonstration, supervising 8 to 12 professional staff and 2 contractual consultants for the MFP demonstration, and performing other duties. Successful candidate should have strong written and verbal communication skills to respond to complex sensitive issues associated with persons with disabilities and older adults

Minimum Qualifications: Bachelor's degree from an accredited college or university.

Home Health Aide / Companion for Rockville Area (2 Positions)
Full-time and Part-time positions available. Flexible schedules. Salary: \$10.00 to \$13.00 / hour.

HOW TO APPLY: Send e-mail resume: events@montgomeryworks.com with the phrase "Rockville Home Health Aide - Companion" in the Subject line.

Maryland based home health care provider is looking to hire caring and compassionate CNA's, GNA's and Companions for the Montgomery County area with 2 immediate opportunities in Rockville, MD area.

Requirements: Minimum age of 21; High School Diploma or College Degree; One year of care giving related experience; CNA/GNA Certification preferred; Ability to lift 50 pounds and the ability to transfer clients; Proof of work eligibility; Valid Driver's License, clean driving record, reliable transportation, proof of insurance; No history of criminal background; Must pass drug screening.

For information, contact Bob Donaghue at 240-403-3600 ext 201 or rcdonaghue@montgomeryworks.com

Job Opportunities in Hospitality Sector –

Below are examples of job opportunities posted at the Marriott website. To see more job postings and application instructions visit www.marriott.com/careers and follow instructions below.

For Marriott job postings: Go to www.marriott.com/careers, click on ***Apply Now, United States and Territories - Non-Management***. At the application website, ***search for openings by Zip Code***. Click **Submit**. Click ***"View Open Positions and Apply"*** link to see the list of departments with open positions. On the department page, ***Select the appropriate department and then the open positions*** will appear. From there, click ***"Apply Now"*** and complete the application until you receive a message indicating your application has been completed.

NOTE: The following opportunities are available at the properties listed below:

Property Name and Address	Job ID #	Job Title
Gaithersburg 9715 Washingtonian Blvd. Gaithersburg, MD, 20878	732811 740536	Guest Service Representative Housekeeper
Courtyard New Carrollton Landover 8330 Corporate Drive, Landover, MD, 20785	734888 742173 734892 741868	Guest Service Representative Supervisor-Front Office Attendant-Laundry Bistro Svr/Cook-Refresh Bus PM
Bethesda 5151 Pooks Hill Road Bethesda, MD, 20814	740264 733567 742238 739558 729361 736383 736380 729358	Housekeeping Aide Guest Service-Driver Guest Service Representative Dishwasher/Utility Server Server-Banquets Banquet Aide Server-Room Service
Greenbelt Marriott 6400 Ivy Lane Greenbelt, MD, 20770	739630 734973 737440 737542 740509 740510	Housekeeper Station Attendant-Lead Attendant-Dining Room Server-Lounge Housekeeping Aide-Banquets Server-Banquets
Bethesda Suites 6711 Democracy Boulevard Bethesda, MD, 20817	741432 739804 731879 741321	Housekeeper Cook Bartender Server-Banquets
Bethesda North Conf. Center 5701 Marinelli Road Rockville, MD, 20852	738893 735512 733247 731137 735165 734030 732646 740336	Agent-At Your Service Attendant-Housekeeping Attendant-Housekeeping Cook-Hot Side Line PM Host/Hostess Server-Banquets Housekeeping Aide-Banquets Supervisor-Loss Prevention

V. PREVIOUSLY POSTED ANNOUNCEMENTS:

WORKSHOPS IN YOUR LOCAL LIBRARY

Improve Your Basic Computing Skills

Training topics include: Introduction to Keyboarding, Exploring Word, Using the Internet to Search Employment Sites and Apply for Jobs. Three Hour Workshops available. Workshops scheduled from 10:30 am to 1:30 pm.

NOTE: Online Registration is required. See below for training available at your local libraries.

Workshops sponsored by Friends of the Library, Montgomery County, Inc.

HOW TO REGISTER: Register online at the library website www.montgomerycountymd.gov/library

Click on the [Calendar of Events](#). Locate the program and Click on program name and complete the required information to register. All workshops are scheduled from 10:30 AM - 1:30 PM.

LIBRARY	LIBRARY LOCATION	JUNE WORKSHOP DATES
Germantown Library Phone: 240-777-0110	19840 Century Blvd., Germantown, MD 20874	June 7, 9, & 21
Long Branch Library Phone: 240-777-0910 301-565-7662 (TTY)	8800 Garland Ave., Silver Spring, MD 20901	June 6, 8, 13, 15, 22, 27 & 29
Rockville Memorial Library Phone: 240-777-0140 240-777-0902 (TTY)	21 Maryland Ave., Rockville, MD 20850	June 14, 16, & 23

Join the JOB CLUB to receive weekly email notices that help job seekers locate gainful employment. Send your [name and email address](#) to Joe Heiney-Gonzalez at joe.heiney-gonzalez@montgomerycountymd.gov to enroll in the Office of Human Resources Job Club.